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JOB DETAILS

Reference #	CP-131-2022
Company Name	WEBEDIA ARABIA GROUP
Industry	Digital creative services, publication and owned asset services, influencer marketing management services, and esports and gaming services.
Vacancy	COMMUNITY MANAGER (strong Arabic)
Number of vacancies for that position	2
Job Type*(FT, PT, Contractual, Seasonal)*	FT
Major(s)	Business Administration (Marketing) , Marketing/Advertising, Communication Arts: Journalism, Media/Communication.
Degree	
Years of Experience	2+
Location	Beirut, Lebanon
Remuneration & Benefits	$800-$1000
Currency (LBP, Dollar, Lollar)	Dollar (Fresh)
Tasks& Responsibilities	The Community Manager is responsible for managing the community of a brand or client with super skills in Arabic, they need to demonstrate a thorough understanding of the client business and should have an advanced understanding of social media platforms and strategies utilized for campaign deliverables and goals. Key Responsibilities - Set and implement social media and communication campaigns to align with marketing strategies. - Work on content calendars and make them come true including the timely publishing of social media posts. - Provide engaging text, image and video content for social media accounts. - Respond to comments and customer queries in a timely manner. - Monitor and report on feedback and

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online reviews.

- Organize and participate in events to build community and boost brand awareness.
- Coordinate with Publications and Communications teams to ensure brand consistency.
- Work closely with data strategists to provide monthly and quarterly reports and optimization opportunities.
- Work collaboratively with social strategy, account management and creatives to ensure social media channels are on brand at all times.
- Build relationships with customers, potential customers, industry professionals and journalists.
- Stay up-to-date with digital technology trends.
- Analyze the conversation around the brand daily.
- Familiar with the Khaleeji/Saudi language/slang.

Background & Skills

- At least 2 years of experience in Community Management.
- Fluent Arabic speaker is a must
- Strong in Arabic writing is a must
- Knowledge of social media good practices in terms of formats and tone of voice.
- Ability to identify and track relevant community metrics.
- Knowledge of metrics, social listening tools and digital reports.
- Knowledge in managing CMS's and social media platforms.
- Experience in developing or implementing community manager strategies.
- Excellent verbal communication skills.
- Excellent writing skills.
- Curious and attentive to popular

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culture and constantly seeking to learn about trends.

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